



## PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

### PARKING LOT & GRADING PERMITS

#### GENERAL INFORMATION

This handout serves as a brief overview on Parking Lot & Grading Permits, for more information on specific requirements, please refer to the City of Liberty Lake Building & Development Codes.

##### **Grading permits are required for the following:**

- For the construction of private roads not within an approved preliminary or final subdivision, binding site plan, etc. Road and drainage plans must be approved prior to commencing work by the Planning and Community Development Department (P&CD).
- Grading or road construction within a proposed subdivision prior to final approval. Road and drainage plans must be approved prior to commencing work by the Planning and Community Development Department (P&CD).
- Creating a new, or paving a previously un-surfaced parking lot.
- Grading, excavation, or placement of fill exceeding 50 cubic yards on construction sites prior to issuance of a building permit.
- Cut, fill or grading of any depth on any lot which obstructs a drainage course.
- Fill more than 1 foot in depth placed on slopes greater than 1 vertical to 5 horizontal units (20% slope), that exceeds 50 cubic yards on any one lot when not part of a valid building permit.
- Fill more than 3 feet in depth which exceeds 50 cubic yards on any one lot, intended to support structures when not in conjunction with a valid building permit.
- Excavations more than 2 feet in depth when not part of a valid building permit.
- Excavations where a cut slope is created which is greater than 5 feet in height and steeper than 1 vertical to 1.5 horizontal units (66.7% slope).

Top soil removal or mining is not grading. Separate permits and approval is required from the Planning and Community Development for these activities.

#### APPLICATION PROCESS

##### **What information is required to obtain a permit?**

For parking lots and other grading activities, storm water and drainage plans, prepared by a licensed civil engineer, will be necessary when required by the City Code.

- Plans for parking lots need to include details for accessible parking spaces, typical parking space dimensions, travel ways, road approaches, and landscaping, as well as storm water retention areas. The use of existing buildings on the site is also necessary to calculate parking requirements.

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- Any fill or excavation of more than 500 cubic yards or construction of 40 or more parking spaces, requires environmental review through a Project Permit review process and an environmental checklist must be submitted, as required by the State Environmental Policy Act (SEPA).

The environmental checklist is circulated as a Type I Project Permit to a number of local and state agencies for review. This process can take from 14 to 30 days and possibly longer, depending on the impacts of the project.

**Projects involving less than 500 cubic yards of grading require the following:**

- General vicinity of the site.
- Topography and/or elevations before and after.
- Location of buildings or structures.
- Location of drainage courses/easements.
- Erosion and sediment control measures.
- Drainage plans (when impacting drainage courses).
- Soils / geotechnical reports (steep slopes and/or unstable soils).
- Critical areas delineation when grading adjacent to a critical area such as a wetland, steep slope or riparian area.
- Identification of where any soil removed from the site is going to be located.

**Projects involving more than 500 cubic yards of grading require the following:**

Generally, the same information as above and in addition, these projects require plans prepared by a licensed civil engineer and identification of where any soil removed from the site is going to be located.

**Grading Permit Fees & Inspections:**

Fees are charged based on the number of cubic yards placed, moved, cut, or removed in conjunction with the permit. For parking lots the total yardage materials to be placed on the site will be used to determine the permit cost (Fill, gravel and asphalt).

Inspections of the grading, drainage, parking lot configuration, and landscaping prior to paving are required. Some aspects of the grading and drainage systems may require inspections by a civil engineer or special inspection agency. In all cases final inspection by the Liberty Lake Planning and Community Development Dept. (P&CD) is required upon completion.

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Please note that while every effort is made to assure the accuracy of the information contained in this brochure it is not warranted for accuracy. This document is not intended to address all aspects or regulatory requirements for a project and should serve as a starting point for your investigation.

For detailed information on a particular project, permit, or code requirement refer directly to applicable file and/or code/regulatory documents or contact the City of Liberty Lake Planning & Community Development Department.

**FOR MORE INFORMATION PLEASE CONTACT:**

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